

ETEXT ATTACHMENT

02/19/2004 11 : 03

Federal Election Commission
Attn: Colleen Manning
Senior Campaign Finance Analyst
Reports Analysis Division
Washington, DC 20463
February 10, 2004

Identification Number: C00020818

Reference: Amended May Monthly Report (4/1/03-4/30/03)

Dear Ms. Manning:

This letter is in response to your letter dated January 28, 2004, to questions in above-referenced report.

This committee follows established procedure in accordance with Commission Regulations for requesting required information for all individuals whose contributions aggregate in excess of \$200 in a calendar year.

Attached is a sample of a solicitation where the committee requests the required information concerning occupation and employer, at the time the original solicitation is made. Also attached is a copy of the follow-up letter, which contains a second request for the required information. This letter goes out to those donors who do not send in the required information with their contribution and is sent to donors within 30 days of the receipt of their contribution. This letter and a self-addressed stamped envelope are provided for the donor's response, with instructions on how to contact the committee by letter, phone, fax or e-mail. If there is no response by the contributor in the first 30 days after the committee letter is sent, another attempt by phone, fax, second letter, or e-mail is made. Where the information is provided, it is included in the contributor's record. All such efforts regarding the referenced report have been made and an amended report showing these changes, where appropriate, has been filed.

Pertaining to salaries in Item four. These payments were inadvertently reflected as expenditures on Line 21(b), and were clearly identified as payroll expenses. The salaries were paid totally with federal funds only, as required. The amended report now reflects the corrected payroll expenditures in Schedule B, Line 30(b).

If further information is required, please contact me.

Sincerely,

Irvin Diamond
Treasurer